

1-8-08

9:30am

# MEETING ACTION NOTES -

Present: Dan Pulcrano (Chair of Subcommittee), Ed Rast (Member), Lisa Herrick (Staff), Dottie Disher (Staff), Steve Turner (Staff), Barbara Conly (Staff)

City Hall Wing – 242

Agenda Item #	Description of Action Taken/Action Item	Owner's Name (if applicable)	Target Date (if applicable)
1.	<p>Approval of December 4, 2007 Subcommittee Action Notes with the following revisions:</p> <p>Corrected the following typos:</p> <ul style="list-style-type: none"> <li>- Ed Rast and Eileen Beaudry's names were missing from members and staff present</li> <li>- A.2. Form 70-0 should be Form 700; also, the <b>Action</b> should reflect that the Subcommittee made recommendations about archiving email which were included in the Technology Recommendations, p. 6 of 6, 6.3.1.020 B. posted for the SRTF 12/6/07 meeting.</li> <li>- B.1. should read "Clarification A.3..."</li> <li>- B.2. date of SRTF meeting should be 12-6-07 not 10-10-07 and delete second sentence</li> <li>- B.3. retention not retension</li> </ul> <p>With these corrections, the Action Notes were approved unanimously.</p>		
2.	<p>Follow-up discussion from the 12-6-07 Sunshine Reform Task Force, Technology specific items:</p> <p>More discussion on Contact Form (6.2.3(C)). <b>Action:</b> add, subject to the City's internet/email policy, and to be consistent with the City's privacy policies."</p>		
3.	<p>Discussion of Retention Schedules/Archiving Documents:</p> <p><b>Action</b> for Email archives:</p> <ul style="list-style-type: none"> <li>B.1. immediately archived</li> <li>B.2. pursue a solution to archiving, at minimum all Form 700 filers.</li> </ul> <p><b>Action</b> for permanent electronic archive:</p> <ul style="list-style-type: none"> <li>B.3. "the City shall maintain a permanent electronic archive of documents related to Council Agenda items." "Every two years review archive retention. Approved unanimously.</li> </ul> <p>To be discussed further at January 29, 2008 meeting</p>		
4.	Review Technology Recommendations, dated 12-18-07: See notes above.		
5.	Public Comment – none		
Next Meeting: Tuesday, January 29, 2008 – review Recommendations Document with revisions.			

**NOTE:** If you have questions, please contact Dottie Disher, Office of the City Clerk, 535-1259.